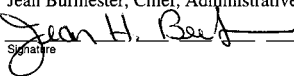
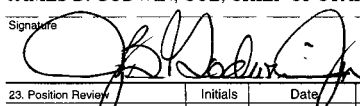


POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No. NL11848	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		6. OPM Certification No.			
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code 0905			
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		14. Agency Use			
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review											
d. First Level Review		Protocol Officer				GS		0301		09	
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Army (DA)						c. Third Subdivision Office of the Chief of Staff (CS)					
a. First Subdivision U.S. Army Materiel Command (AMC)						d. Fourth Subdivision Administrative Operations Division (CSA)					
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)						e. Fifth Subdivision					
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the						knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Jean Burmester, Chief, Administrative Operations Division						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature  Date 5/22/00						Signature _____ Date _____					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS GS-0301, Jan 79; USOPM PCS AAGEG, Aug 90					
Typed Name and Title of Official Taking Action JAMES B. GODWIN, COL, CHIEF OF STAFF						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature  Date 5/23/00											
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks This position is a trainee position for JN 11847, GS-0301-11, Protocol Officer BUS: 7777											
25. Description of Major Duties and Responsibilities (See Attached)											

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U.S. Office of Personnel Management
FPM Chapter 295 USAPPC V1.00

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11848

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."